

CONFIDENTIAL

19 July 1951

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Table of Organization for the Office of Collection and Dissemination.

25X1 1. The attached table of organization submitted for your approval consists of [] which is an increase of [] positions (more than 35 per cent increase) over presently authorized strength. This new total is based on the [] position total used in the 1952 supplemental budget presentation, plus [] positions transferred from the Office of Current Intelligence for the Special Register activity. This table of organization does not reflect examination by this Office.

2. This Office was asked to evaluate from the standpoint of functions the proposed job sheet for the Chief and Assistant Chief of the Machine Methods Division. OCD and Classification have not resolved this point.

25X1 3. Since the transfer of the Special Register Division of [] positions to OCD from OCI, an increase of [] positions for this Division has been requested, bringing this Division total [] positions. This increase was not considered in the 1952 supplemental budget presentation. Also, the Assistant Director for Current Intelligence has indicated that the needs of OCI for this service have not been determined so that the expansion in workload indicated by this increase in the T/O is questionable.

25X1 4. To delay approval of this total T/O to resolve the points indicated above, would seriously hamper OCD's recruiting efforts. It is, therefore, recommended that this T/O be approved as submitted, subject to later examination by this Office if that is desired. The T/O being submitted adjusts the differences indicated in paragraphs 2 and 3 above, as follows:

a. Establishment of Chief, Machine Methods Division as GS-13/14; Assistant Chief, Machine Methods Division as GS-12/13.

b. No change in presently authorized strength of the Special Register Division. (Any subsequent change resulting from discussions between OCI and OCD will be submitted separately at a later date.)

[]
JAMES D. ANDREWS

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